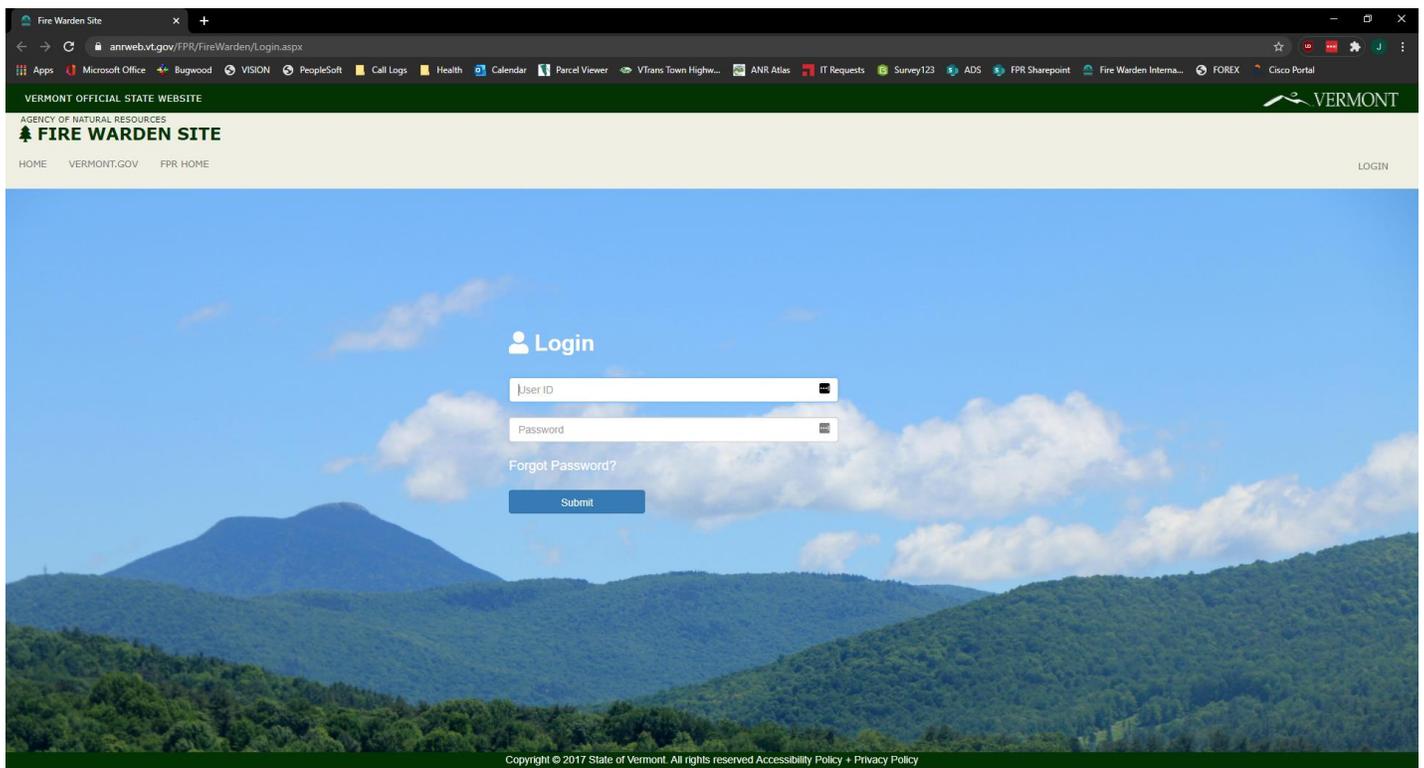


Vermont Online Wildland Fire Reporting System Guide

This Fire Warden User's Guide describes the Vermont Online Fire Warden Site and Wildland Fire Reporting System.

To access the system, go to:

<https://anrweb.vt.gov/FPR/FireWarden/Login.aspx>



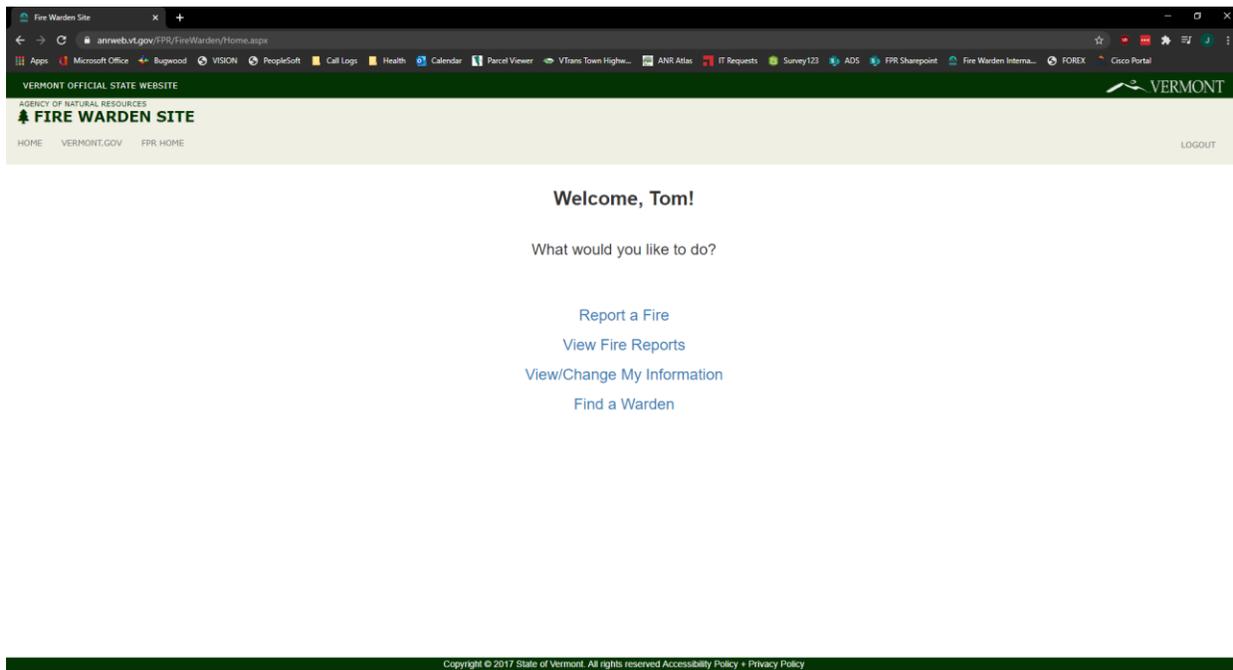
Wildland Fire Reporting System Login Page

Enter your username and password.

If you have forgotten your password, you can click on **Forgot Password?** and your password will be emailed to you.

Vermont Online Wildland Fire Reporting System Guide

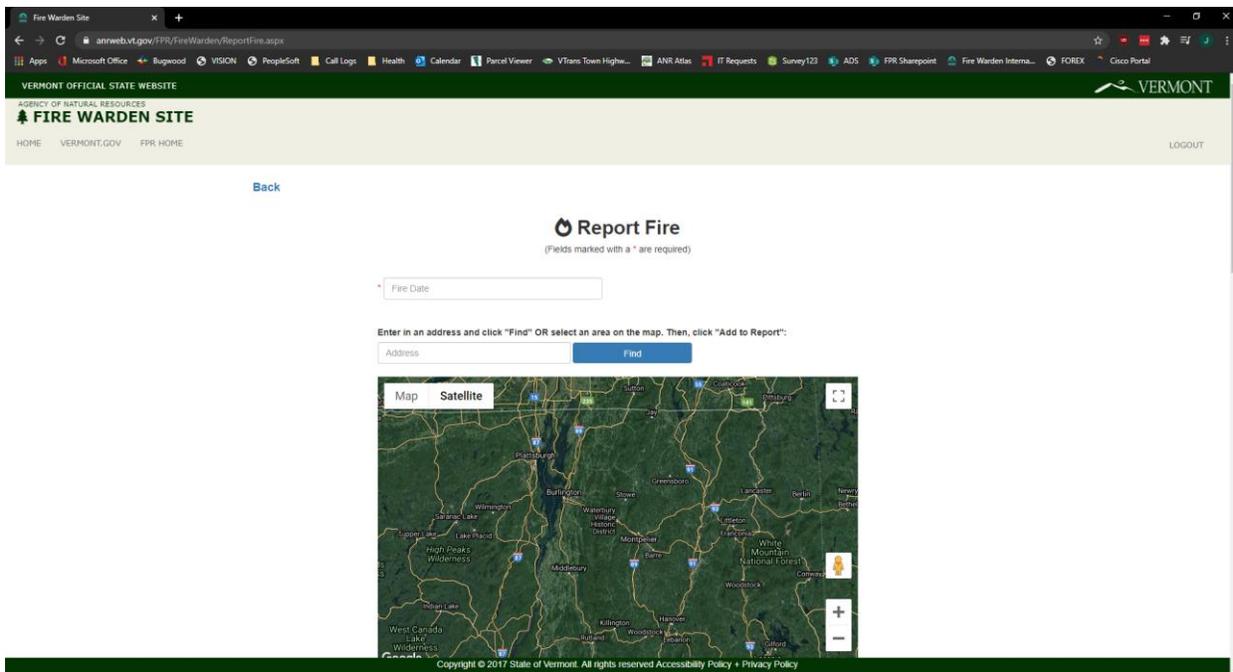
When you login, you will be directed to the main page.



Wildland Fire Reporting System Main Page

Submitting a New Fire Report

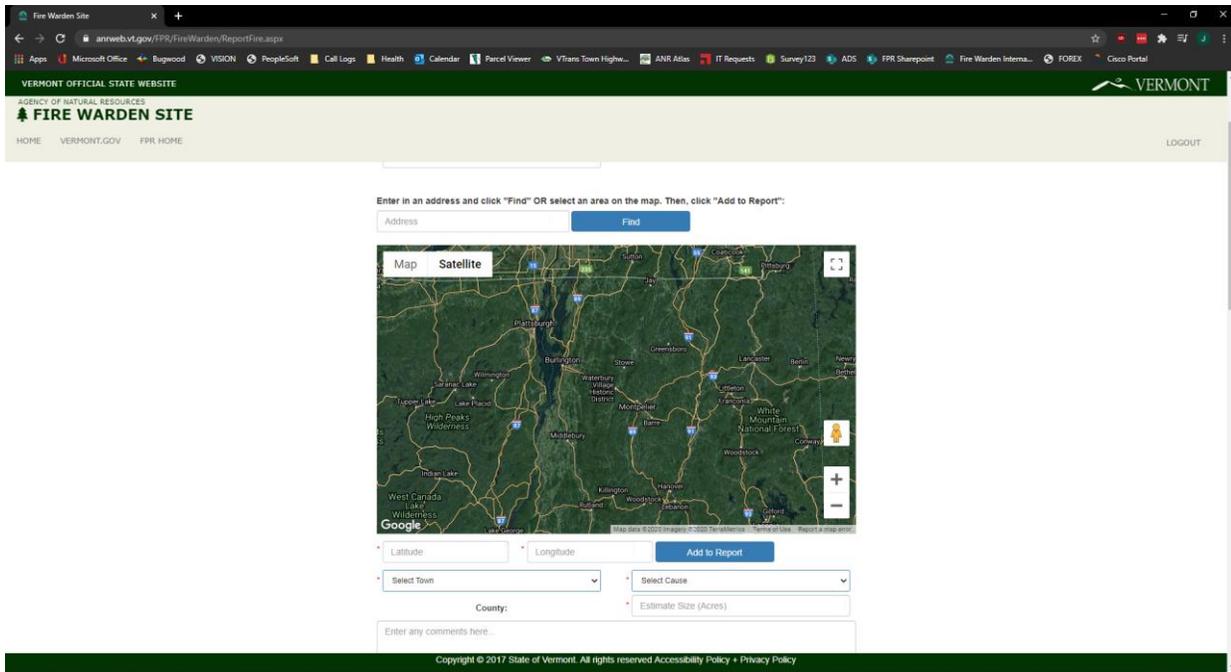
Click on **Report a Fire**. You will be directed to the Fire Report page.



Fire Report Page

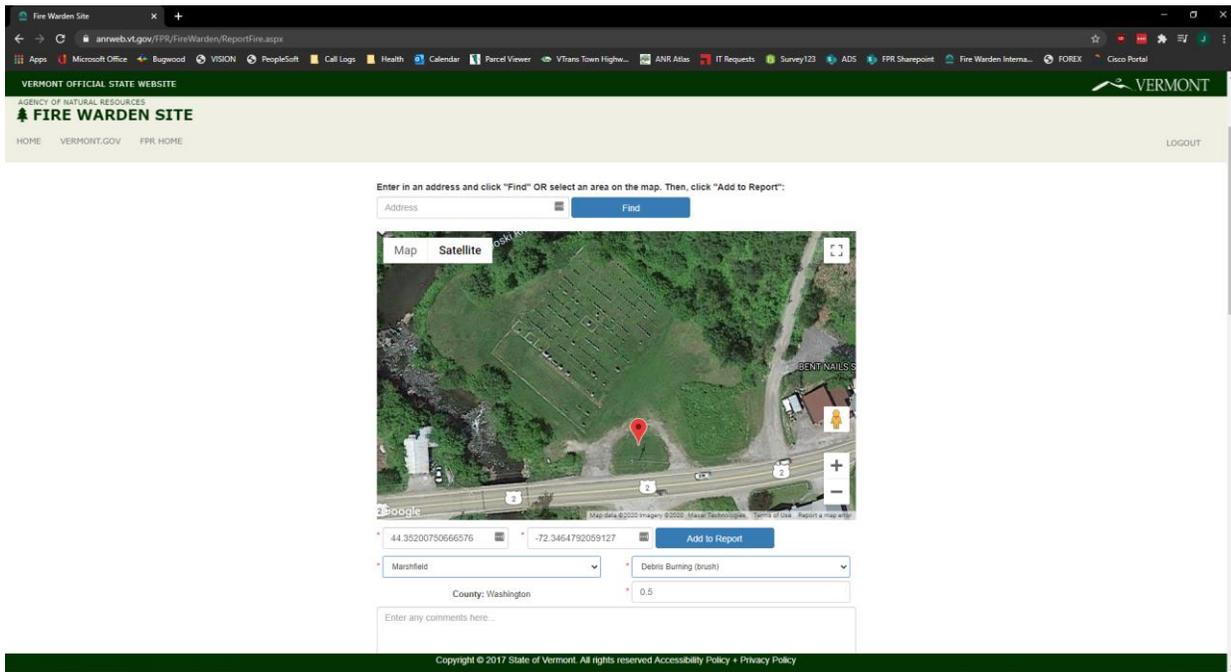
Fill in as many of the fields as you can. The fire report cannot be submitted unless all fields with a red asterisk (*) have been filled.

Vermont Online Wildland Fire Reporting System Guide



Fire location fields on the Fire Report

You can either manually enter an address and coordinates for the fire location, or you can use the interactive map shown on the fire report screen. Use your mouse to move across the map, zoom in to more precise locations, and identify the location of the fire. If you enter an address and hit the “find” button, the map will zoom to address location. By clicking on a location on the map, the coordinate fields will be automatically populated.



Using the interactive map to determine the coordinates of a fire

When entering numeric values, only decimal and whole numbers will be accepted. Entering fractions will produce an error and prevent Fire Report Submission. For example: instead of entering ½ acres burn, enter 0.5 acres.

The screenshot shows the 'FIRE WARDEN SITE' report form. At the top, there are dropdown menus for 'Select town' and 'Select Lake', and a text field for 'County'. Below these is a large text area for 'Enter any comments here...'. The form includes several input fields: 'Permit Issued?' (radio buttons for Yes/No), 'Violation?' (radio buttons for Yes/No), 'Size Class' (dropdown), 'Temperature', and 'Estimate Size (Acres)' (text field). A section titled '# of Acres Burned' contains three stacked text fields for 'Grass', 'Brush', and 'Forest'. Below this is another section for 'Wind Speed (MPH)' and 'Wind Direction'. A table titled 'Fire Suppression' has three columns: 'Fire Suppression Resources', '# of Personnel', and 'Total Hours'. The rows in the table are: 'Town Forest Fire Wardens', 'In-Town Firefighters', and 'Mutual Aid Firefighters'. Each row has two empty text input fields. At the bottom of the form, there is a copyright notice: 'Copyright © 2017 State of Vermont. All rights reserved Accessibility Policy + Privacy Policy'.

Fire size information. Enter these values as whole numbers or decimals.

This screenshot shows the 'Fire Suppression' section of the report form. It features a table with three columns: 'Fire Suppression Resources', '# of Personnel', and 'Total Hours'. The resources listed are: 'Town Forest Fire Wardens', 'In-Town Firefighters', 'Mutual Aid Firefighters', 'Brush Trucks', 'Engines/ETA's', 'Tankers', 'Other: ATV/UTV/Chainsaw', and another 'Other: ATV/UTV/Chainsaw' entry. Each resource row has two empty text input fields. Below the table is a 'Notes' section with a text area for 'Enter any notes here...'. Further down, there are two input fields for '# of Injuries' and '# of Fatalities'. At the bottom, there is a section for 'Damage to Buildings'. The same copyright notice is visible at the bottom: 'Copyright © 2017 State of Vermont. All rights reserved Accessibility Policy + Privacy Policy'.

Fire suppression information fields. Enter these values as whole numbers or decimals.

The screenshot shows a web browser window displaying the 'Fire Warden Site' reporting form. The browser's address bar shows 'anweb.vt.gov/FPR/FireWarden/ReportFire.aspx'. The page header includes 'VERMONT OFFICIAL STATE WEBSITE' and 'AGENCY OF NATURAL RESOURCES FIRE WARDEN SITE'. The form is divided into several sections: 'Harm to Life' with fields for '# of Injuries' and '# of Fatalities'; 'Damage to Buildings' with sub-sections for 'Residences' and 'Other Structures', each containing fields for '# of Structures Destroyed' and '# of Structures Threatened'; and 'Time Reporting' with four date/time fields: 'Date/Time Reported (MM/DD/YYYY)', 'Date/Time Arrived (MM/DD/YYYY)', 'Date/Time Controlled (MM/DD/YYYY)', and 'Date/Time Extinguished (MM/DD/YYYY)'. A blue 'Submit' button is located at the bottom of the form. The footer of the page contains the copyright notice: 'Copyright © 2017 State of Vermont. All rights reserved Accessibility Policy • Privacy Policy'.

Fire suppression information and time reporting fields.

Please fill in all the information on the fire. The optional fields should be completed if they are applicable and you have the information. The optional fields are quick and easy to complete, but will not prevent submission if you do not have the information readily available. If you receive additional information for a Fire Report after submitting, you can provide it to your District Fire Supervisor via email.

When finished, click **Submit**.

Please complete the report as soon as possible after the fire. To receive compensation for a fire report, it must be submitted within 14 days of the fire's extinguishment.

In addition to submitting fire reports, the online portal allows you to:

- **View Fire Reports**
- **View/Change My Information** (including updating your phone number, email, etc.)
- **Find a Warden and Their Contact Information** (for any town in Vermont)

If you have any problems using the Wildland Fire Reporting System, please contact your District Fire Supervisor:

District 1: Windham and Windsor Counties

Jim Esden

100 Mineral Street, Suite 304

Springfield, VT 05156-3168

802-777-1591

jim.esden@vermont.gov

District 2: Bennington and Rutland Counties

Lars Lund

271 North Main Street, Suite 215

Rutland, VT 05701-2423

802-777-4188

lars.lund@vermont.gov

District 3: Addison, Chittenden, Franklin, and Grand Isle Counties

Dan Dillner

111 West Street

Essex Junction, VT 05452-4695

802-777-3079

dan.dillner@vermont.gov

District 4: Lamoille, Orange, and Washington Counties

Jon Cherico

5 Perry Street, Suite 20

Barre, VT 05641-4265

802-522-2054

jonathan.cherico@vermont.gov

District 5: Caledonia, Essex, and Orleans Counties

Emily Meacham

374 Emerson Falls Rd, Suite 4

St. Johnsbury, VT 05819-9083

802-595-0169

emily.meacham@vermont.gov